

**D.C. DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUSINESS AND PROFESSIONAL LICENSING ADMINISTRATION****SCHEDULED MEETINGS OF BOARDS AND COMMISSIONS****December 2008**

CONTACT PERSON	BOARDS AND COMMISSIONS	DATE	TIME/ LOCATION
Theresa Ennis	Board of Accountancy	2	8:30 am-12:00pm
Leon Lewis	Board of Appraisers	17	10:00 am-12:00 pm
Leon Lewis	Board Architects and Interior Designers	12	9:00 am-1:00 pm
Dorothy Thomas	Board of Barber and Cosmetology	1	10:00 am-4:00 pm
George Beatty	Boxing and Wrestling Commission	9	7:00-pm-9:00 pm
Dorothy Thomas	Board of Funeral Directors	4	1:30 pm-5:00 pm
Theresa Ennis	Board of Professional Engineers	18	9:30 am-1:30 pm
Leon Lewis	Board of Real Estate	9	10:30 am-12:30 pm
Pamela Peters	Board of Industrial Trades	16	9:00 pm-3:00 pm
	Asbestos Electrical Plumbing Refrigeration/Air Conditioning Steam and Other Operating Engineers		

Dates and Times are subject to change. All meetings are held at 941 North Capitol Street, NE., Suite 7616, Washington, DC 20001. For further information on this schedule, please contact the front desk at 202-442-4320.

FRIENDSHIP PUBLIC CHARTER SCHOOL**REQUEST FOR PROPOSALS**

Friendship Public Charter School (FPCS) is soliciting proposals for the following services

INSTRUCTIONAL PROFESSIONAL DEVELOPMENT AND COACHING CONSULTANT

Friendship Public Charter School is seeking proposals and qualification statements from prospective candidates to incorporate DC Math standards with best instructional practices in the elementary classroom. Implement best practice strategies including demonstration lessons, consultations with small groups of teachers or individual teachers, lesson planning, and consultation with administration and key staff.

NATIONALLY CERTIFIED LANGUAGE TRAINER

Friendship Public Charter School is seeking proposals and qualification statements from prospective candidates with experience working with students in middle and high school to conduct site visits at 3 campuses, throughout the 08-09 school year; Site visits include observations, coaching, co-teaching, and modeling. Trainer will be required to provide written and verbal feedback to teachers and administrative staff.

RECRUITMENT, RETENTION AND LEADERSHIP DEVELOPMENT CONSULTANT

Friendship Public Charter School is seeking proposals and qualification statements from prospective candidates to provide or develop a program for the recruitment retention and training of leadership staff.

CLASSROOM MANAGEMENT CONSULTANT

Friendship Public Charter School is seeking proposals and qualification statements from prospective candidates with experience in coaching for new teachers, struggling teachers and instructional coaches/mentors

CURRICULUM DEVELOPMENT SUPPORT CONSULTANT

Friendship Public Charter School is seeking proposals and qualification statements from prospective candidates align Friendship math standards with curriculum maps and uni-plans

An electronic copy of the full Request for Proposal (RFP) may be requested by contacting:

Valerie Holmes
vholmes@friendshipschools.org
202-281.1722

DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH**NOTICE OF FUNDING AVAILABILITY
RFA # DOH_HPCE_12.19.08****Capital Health Project Primary & Urgent Care Expansion – Round 2**

The Government of the District of Columbia, Department of Health, is soliciting applications from qualified organizations located and licensed to conduct business within the District of Columbia to (A) expand the capacity of ambulatory care centers and improve the physical space of existing facilities that provide primary health care services to targeted populations; and (B) establish urgent care capacity through co-location with ambulatory care centers that serve targeted populations.

Approximately \$45,000,000 (forty five million dollars) will be made available in this second round to eligible applicants as defined below. If additional funds become available for this solicitation, the projected total amount to be made available will be stated in the Request for Application (RFA) No. DOH_HPCE_12.19.08. Funding is being provided from the Community Health Care Financing Fund in accordance with the Community Access to Healthcare Amendment Act of 2006 and the East of the River Hospital Revitalization Amendment Act of 2008. Funds are currently available. The number of awards and the amount of each award will be determined after review of applications. Grants will be awarded and funded as needed to pay approved project costs.

Eligible Applicants:

Eligible applicants must be not-for-profit organizations currently located and operating in the District of Columbia; and may include individual health care provider organizations, groups of providers and organizations working in partnership with health care providers to develop primary and/or urgent health care facilities.

Eligible Use of Grant Funds:

- Acquisition of Land and/or existing facilities
- Design and Construction Costs
- Equipment

The Request for Applications (RFA) will be available for pick up at 825 North Capitol Street, NE, Room 4207, on Friday, December 19, 2008 and on the following website www.opgd.dc.gov under the District Grants Clearinghouse. Deadline for application submission is **Friday, March 27, 2009 no later than 5:00 p.m. Applications submitted at or after 5:01 p.m., March 27, 2009, will not be forwarded to the review panel for funding consideration.**

**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
NOTICE OF FUNDING AVAILABILITY**

RFA # DOH_HPCE_12.19.08

Capital Health Project Primary & Urgent Care Expansion – Round 2

Page 2 of 2

Prospective applicants obtaining this RFA through the Internet should provide the Department of Health with the following c/o Dr. Tamara Henry (tamara.henry@dc.gov) in order to receive any amendments or clarifications which might be issued.

- Name of organization;
- Key contact;
- Mailing address;
- Telephone and fax numbers; and E-mail address.

The Pre-Application Meeting for RFA # DOH_HPCE_12.19.08 will be held at the District of Columbia Department of Health (DOH), 825 North Capitol Street, NE, 4th Floor, Conference Room 4131, on **Wednesday, January 7, 2009 from 3:00 p.m. – 4:30 p.m.**

Please contact Ms. Tamara Henry, for additional information: 202-442-9037 (Office)

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**DEPARTMENT OF HEALTH
COMMUNITY HEALTH ADMINISTRATION**

NOTICE OF FUNDING AVAILABILITY # CHA-CSFP-120508

Commodity Supplemental Food Program

The Government of the District of Columbia's, Department of Health (DOH) Community Health Administration (CHA) is soliciting applications from qualified community-based nonprofit organizations located and licensed to conduct business within the District of Columbia to manage and operate the Commodity Supplemental Food Program.

These funds will be awarded by the Community Health Administration (CHA) using funds provided by the U.S. Department of Agriculture under the Commodity Supplemental Food Program grant contingent upon availability of funds.

Approximately \$675,000 in funds will be available for warehouse acquisition, vehicles for food delivery, packaging and food inventory management, nutrition education and other associated project costs.

The Request for Applications (RFA) will be released on Friday, December 5, 2008, and the deadline for submission is Friday, January 2, 2009. Applications may be obtained from the Department of Health, 825 North Capitol St., NE – 3rd Floor Reception Area. The RFA will also be available on the Office of Partnerships and Grants Development website, www.opgs.dc.gov under District Grants Clearinghouse. A Pre-Application conference will be held at DOH, 825 North Capitol St., NE, Conference Room 4131, Wednesday, December 10, 2008, from 1:00 pm to 3:00 pm.

Applicants obtaining this RFA through the Internet should provide the CHA Administration with the following c/o Charles Nichols (charles.nichols@dc.gov) in order to receive any amendments or clarifications which might be issued.

- Name of organization;
- Key contact;
- Mailing address;
- Telephone and fax numbers; and E-mail address.

Please contact Charles Nichols at (202) 442-9342 for additional information.

**HEALTH REGULATION AND LICENSING ADMINISTRATION
HEALTH PROFESSIONAL LICENSING ADMINISTRATION**

**Notice of Regularly Scheduled Public Meetings
Calendar Year 2008-2009**

Health Professional Boards Monthly Meetings

DECEMBER 2008

Board	Date	Time
Nursing	3	8:00 am
Pharmacy	4	9:30 am
Respiratory Care	8	9:00 am
Dietetics and Nutrition (Quarterly)	9	9:00 am
Chiropractor	9	1:00 pm
Social Work	10	9:00 am
Nursing Home Administration	11	1:30 pm
Professional Counseling	12	9:00 am
Audiology & Speech Therapy	15	9:00 am
Physical Therapy	16	3:00 pm
Medicine	16	9:00 am
Dentistry	17	10:00 am
Optometry (Quarterly)	18	9:00 am
Veterinary Examiners	18	10:00 am
Psychology	19	10:00 am

MEETING LOCATION

717 14th Street, NW
10th Floor
Washington, DC 20005

The locations, dates and/or dates may vary. To confirm attendance and location please contact:

Deborah Y. Barnes
Executive Assistant
Government of the District of Columbia
Health Regulation and Licensing Administration
717 14th Street, NW 10th Floor
Washington, DC 20005
Phone: (202) 724-8819 | Fax: (202) 724-8677
deborah2.barnes@dc.gov

KIPP DC**REQUEST FOR PROPOSALS**

KIPP DC, 910 17th Street, NW, Washington, DC 20006, will receive bids until **December 8, 2008 at 5:00 p.m.** for the following services:

Construction Management / General Contractor services for construction of a campus improvement project, located at 2600 Douglass Place, SE. A full RFP and exhibits may be obtained by contacting Alex Shawe at the below addresses and/or numbers.

Alex Shawe

KIPP DC:

910 17th Street, NW – Suite 1050

Washington, DC 20006

Ph: 202-223-4505

Fax: 202-223-4505

Email: ashawe@kipppdc.org

THE SEED PUBLIC CHARTER SCHOOL OF WASHINGTON DC**REQUEST FOR PROPOSALS****Construction Company**

The SEED Public Charter School of Washington DC will receive bid proposals from a Construction Company for the construction of a Library Office Space(s)/Meeting Room(s). Bid packets may be picked up from the Director of Campus Operations at the address below.

The deadline for submitting bid proposals is December 12th at 12 noon.

Send your proposal to:

Calvin A. Boozer
Director of Campus Operations
THE SEED PUBLIC CHARTER SCHOOL
of Washington DC
4300 C Street SE
Washington DC 20019
202-248-3006

THE SEED PUBLIC CHARTER SCHOOL OF WASHINGTON DC**REQUEST FOR PROPOSALS****Construction Company**

The SEED Public Charter School of Washington DC will receive bid proposals from a Construction Company for the construction of a Security Booth/Office. Bid packets may be picked up from the Director of Campus Operations at the address below.

The deadline for submitting bid proposals is December 12th at 12 noon.

Send your proposal to:

Calvin A. Boozer
Director of Campus Operations
THE SEED PUBLIC CHARTER SCHOOL
of Washington DC
4300 C Street SE
Washington DC 20019
202-248-3006

DISTRICT DEPARTMENT OF TRANSPORTATION**NOTICE OF FUNDING AVAILABILITY****National Recreational Trails Program**

The District Department of Transportation announces the availability of grant funds through the Recreational Trails Program. Program funds may be used for: maintenance and restoration of existing trails; development and rehabilitation of trailside and trailhead facilities and trail linkages; purchase and lease of trail construction and maintenance equipment; construction of new trails (with restrictions for new trails on Federal lands); acquisition of easements or property for trails; assessment of trail conditions for accessibility and maintenance; and development and dissemination of publications and operation of educational programs to promote safety and environmental protection related to trails (including supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training).

Applications are reviewed on a rotating basis. More information and the application can be found at: <http://ddot.dc.gov/rtp>

For more information please contact by telephone or email:

Heather Deutsch

2000 14th Street, NW 7th Floor

Washington, DC 20010

(202) 671-2638

Heather.Deutsch@dc.gov

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT**

Application No. 17829 of Michael Barham and Monica Monroe, pursuant to 11 DCMR § 3103.2, for a use variance to allow a flat (two-family dwelling), under subsection 300.3, in the R-2 District at premises 5819 5th Street, N.W. (Square 3264, Lot 108).

HEARING DATE: October 21, 2008
DECISION DATE: November 18, 2008

SUMMARY ORDER

SELF-CERTIFIED

The zoning relief requested in this case was self-certified, pursuant to 11 DCMR § 3113.2.

The Board provided proper and timely notice of the public hearing on this application by publication in the D.C. Register, and by mail to Advisory Neighborhood Commission (ANC) 4B and to owners of property within 200 feet of the site. The site of this application is located within the jurisdiction of ANC 4B which is automatically a party to this application. ANC 4B did not participate in the application. The Office of Planning (OP) submitted two reports in support of the application.

As directed by 11 DCMR § 3119.2, the Board has required the Applicant to satisfy the burden of proving the elements that are necessary to establish the case pursuant to § 3103.2, from the variance requirements of subsection 300.3. No parties appeared at the public hearing in opposition to this application. Accordingly a decision by the Board to grant this application would not be adverse to any party.

Based upon the record before the Board, and having given great weight to the OP report, the Board concludes that the applicant has met the burden of proving under 11 DCMR §§ 3103.2 and 300.3, that there exists an exceptional or extraordinary situation or condition related to the property that creates a practical difficulty for the owner in complying with the Zoning Regulations, and that the relief can be granted without substantial detriment to the public good and without substantially impairing the intent, purpose, and integrity of the zone plan as embodied in the Zoning Regulations and Map.

Pursuant to 11 DCMR § 3100.5, the Board has determined to waive the requirement of 11 DCMR § 3125.3, that the order of the Board be accompanied by findings of fact and conclusions of law. It is therefore **ORDERED** that this application be **GRANTED**.

BZA APPLICATION NO. 17829

PAGE NO. 2

VOTE: **5-0-0** (Ruthanne G. Miller, Mary Oates Walker, Marc D. Loud, Shane L. Dettman and Michael G. Turnbull to approve.

BY ORDER OF THE D.C. BOARD OF ZONING ADJUSTMENT

Each concurring member approved the issuance of this order.

FINAL DATE OF ORDER: November 19, 2008

UNDER 11 DCMR 3125.9, "NO DECISION OR ORDER OF THE BOARD SHALL TAKE EFFECT UNTIL TEN DAYS AFTER HAVING BECOME FINAL PURSUANT TO THE SUPPLEMENTAL RULES OF PRACTICE AND PROCEDURE FOR THE BOARD OF ZONING ADJUSTMENT."

PURSUANT TO 11 DCMR 3130, THIS ORDER SHALL NOT BE VALID FOR MORE THAN SIX MONTHS AFTER IT BECOMES EFFECTIVE UNLESS THE USE APPROVED IN THIS ORDER IS ESTABLISHED WITHIN SUCH SIX-MONTH PERIOD.

PURSUANT TO 11 DCMR § 3125 APPROVAL OF AN APPLICATION SHALL INCLUDE APPROVAL OF THE PLANS SUBMITTED WITH THE APPLICATION FOR THE CONSTRUCTION OF A BUILDING OR STRUCTURE (OR ADDITION THERETO) OR THE RENOVATION OR ALTERATION OF AN EXISTING BUILDING OR STRUCTURE, UNLESS THE BOARD ORDERS OTHERWISE. AN APPLICANT SHALL CARRY OUT THE CONSTRUCTION, RENOVATION, OR ALTERATION ONLY IN ACCORDANCE WITH THE PLANS APPROVED BY THE BOARD.

D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. OFFICIAL CODE § 2-1401.01 ET SEQ., (ACT) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. SEXUAL HARASSMENT IS A FORM OF SEX DISCRIMINATION WHICH IS ALSO PROHIBITED BY THE ACT. IN ADDITION, HARASSMENT BASED ON ANY OF THE ABOVE PROTECTED CATEGORIES IS ALSO PROHIBITED BY THE ACT. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION. THE FAILURE OR REFUSAL OF THE APPLICANT TO COMPLY SHALL FURNISH GROUNDS FOR THE DENIAL OR, IF ISSUED, REVOCATION OF ANY

BZA APPLICATION NO. 17829

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BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY ISSUED PURSUANT
TO THIS ORDER.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT**

Application No. 17841 of District-Properties.com LLC, pursuant to 11 DCMR § 3103.2, for a variance from the off-street parking requirements under subsection 2101.1, to allow the construction of a new one-family row dwelling in the R-3 District at premises 1337 Valley Place, S.E. (Square 5801, Lot 888).

HEARING DATE: November 18, 2008

DECISION DATE: November 18, 2008 (Bench Decision)

SUMMARY ORDER

SELF-CERTIFIED

The zoning relief requested in this case was self-certified, pursuant to 11 DCMR § 3113.2.

The Board provided proper and timely notice of the public hearing on this application by publication in the D.C. Register, and by mail to Advisory Neighborhood Commission (ANC) 8A and to owners of property within 200 feet of the site. The site of this application is located within the jurisdiction of ANC 8A which is automatically a party to this application. ANC 8A did not participate in the application. The Office of Planning (OP) submitted a report in support of the application.

As directed by 11 DCMR § 3119.2, the Board has required the Applicant to satisfy the burden of proving the elements that are necessary to establish the case pursuant to § 3103.2, from the variance requirements of subsection 2101.1. No parties appeared at the public hearing in opposition to this application. Accordingly a decision by the Board to grant this application would not be adverse to any party.

Based upon the record before the Board, and having given great weight to the OP report, the Board concludes that the applicant has met the burden of proving under 11 DCMR §§ 3103.2 and 2101.1, that there exists an exceptional or extraordinary situation or condition related to the property that creates a practical difficulty for the owner in complying with the Zoning Regulations, and that the relief can be granted without substantial detriment to the public good and without substantially impairing the intent, purpose, and integrity of the zone plan as embodied in the Zoning Regulations and Map.

Pursuant to 11 DCMR § 3100.5, the Board has determined to waive the requirement of 11 DCMR § 3125.3, that the order of the Board be accompanied by findings of fact and

BZA APPLICATION NO. 17841

PAGE NO. 2

conclusions of law. It is therefore **ORDERED** that this application (pursuant to Exhibit No. 7 – Plans) be **GRANTED**.

VOTE: **5-0-0** (Marc D. Loud, Mary Oates Walker, Ruthanne G. Miller, Shane L. Dettman and Michael G. Turnbull to approve.

BY ORDER OF THE D.C. BOARD OF ZONING ADJUSTMENT

Each concurring member approved the issuance of this order.

FINAL DATE OF ORDER: November 19, 2008

UNDER 11 DCMR 3125.9, "NO DECISION OR ORDER OF THE BOARD SHALL TAKE EFFECT UNTIL TEN DAYS AFTER HAVING BECOME FINAL PURSUANT TO THE SUPPLEMENTAL RULES OF PRACTICE AND PROCEDURE FOR THE BOARD OF ZONING ADJUSTMENT."

PURSUANT TO 11 DCMR § 3130, THIS ORDER SHALL NOT BE VALID FOR MORE THAN TWO YEARS AFTER IT BECOMES EFFECTIVE UNLESS, WITHIN SUCH TWO-YEAR PERIOD, THE APPLICANT FILES PLANS FOR THE PROPOSED STRUCTURE WITH THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS FOR THE PURPOSES OF SECURING A BUILDING PERMIT.

PURSUANT TO 11 DCMR § 3125 APPROVAL OF AN APPLICATION SHALL INCLUDE APPROVAL OF THE PLANS SUBMITTED WITH THE APPLICATION FOR THE CONSTRUCTION OF A BUILDING OR STRUCTURE (OR ADDITION THERETO) OR THE RENOVATION OR ALTERATION OF AN EXISTING BUILDING OR STRUCTURE, UNLESS THE BOARD ORDERS OTHERWISE. AN APPLICANT SHALL CARRY OUT THE CONSTRUCTION, RENOVATION, OR ALTERATION ONLY IN ACCORDANCE WITH THE PLANS APPROVED BY THE BOARD.

D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. OFFICIAL CODE § 2-1401.01 ET SEQ., (ACT) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. SEXUAL HARASSMENT IS A FORM OF SEX DISCRIMINATION WHICH IS ALSO PROHIBITED BY THE ACT. IN ADDITION, HARASSMENT BASED ON ANY OF THE ABOVE PROTECTED CATEGORIES IS ALSO PROHIBITED BY

BZA APPLICATION NO. 17841

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THE ACT. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION. THE FAILURE OR REFUSAL OF THE APPLICANT TO COMPLY SHALL FURNISH GROUNDS FOR THE DENIAL OR, IF ISSUED, REVOCATION OF ANY BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY ISSUED PURSUANT TO THIS ORDER.

ZONING COMMISSION FOR THE DISTRICT OF COLUMBIA**NOTICE OF FILING****Z.C. Case No. 02-51C****(2nd Stage PUD – Square 182, Lot 82)****November 20, 2008****THIS CASE IS OF INTEREST TO ANC 2B**

On November 14, 2008, the Office of Zoning received an application from the Center for Strategic and International Studies, Inc. (the “Applicant”) for approval of a 2nd Stage PUD for the above-referenced property.

The property that is the subject of this application consists of Square 182, Lot 82 in Northwest Washington, D.C. (Ward 1) with an address of 1616 Rhode Island Avenue, N.W. The property is currently zoned C-4.

The applicant proposes to construct an office building with a gross floor of approximately 113,447 square feet, a building height of 104 feet, and approximately 78 below-grade parking spaces.

For additional information, please contact Sharon S. Schellin, Secretary to the Zoning Commission at (202) 727-6311.

ZONING COMMISSION FOR THE DISTRICT OF COLUMBIA**12-Month Schedule of Monthly Meeting Dates**

The Zoning Commission of the District of Columbia, in accordance with subsection 3005.1 of the District of Columbia Municipal Regulations, Title 11, Zoning, hereby gives notice that it has scheduled the following meetings. Meetings are held in Suite 220 South of 441 4th Street, N.W., #1 Judiciary Square, beginning at 6:30 p.m.

The dates of the Regular Monthly Meetings for the following year of the Zoning Commission of the District of Columbia are as follows:

January 12, 2009

February 9, 2009

March 9, 2009

April 13, 2009

May 11, 2009

June 8, 2009

July 13, 2009

September 14, 2009

October 19, 2009

November 9, 2009

December 14, 2009

There are no hearings held in the month of August.

Please note that these dates are subject to change.

For additional information, please contact Sharon S. Schellin, Secretary to the Zoning Commission at (202) 727-6311.

United States Postal Service

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17. Signature and Title of Editor, Publisher, Business Manager, or Owner <u>Joanne Thomas</u> <u>Co-Editor</u>			Date <u>11.26.08</u>

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

Instructions to Publishers

- Complete and file one copy of this form with your postmaster annually on or before October 1. Keep a copy of the completed form for your records.
- In cases where the stockholder or security holder is a trustee, include in items 10 and 11 the name of the person or corporation for whom the trustee is acting. Also include the names and addresses of individuals who are stockholders who own or hold 1 percent or more of the total amount of bonds, mortgages, or other securities of the publishing corporation. In item 11, if none, check the box. Use blank sheets if more space is required.
- Be sure to furnish all circulation information called for in item 15. Free circulation must be shown in items 15d, e, and f.
- Item 15h., Copies not Distributed, must include (1) newsstand copies originally stated on Form 3541, and returned to the publisher, (2) estimated returns from news agents, and (3), copies for office use, leftovers, spoiled, and all other copies not distributed.
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- In item 16, indicate the date of the issue in which this Statement of Ownership will be published.
- Item 17 must be signed.

Failure to file or publish a statement of ownership may lead to suspension of Periodicals authorization.